

4 MAY 1982

MEMORANDUM FOR THE RECORD

SUBJECT: Conference Room Survey

1. A survey was conducted in October 1981 to assess the utilization and efficiency of conference room utilization by Headquarters components for planning purposes. Sixty-five conference rooms listed in CRAMS were surveyed.

2. Two of the rooms listed as conference rooms had been converted to other uses, and about a dozen "conference" rooms were found that did not appear in CRAMS. Reasons for the latter were four-fold: (1) components in the midst of a move at the time the list was being compiled did not report; (2) some conference rooms were included as part of an Office Director's space; (3) some rooms are multipurpose, and (4) some rooms were incorrectly coded in the CRAMS listing.

3. Results of the survey are summarized below:

a. Conference rooms were in use 41 percent of the time utilizing 54 percent of the available seating capacity.

(Agency-wide average)

<u>Directorate</u>	<u>Time Utilization</u>	<u>Seating Efficiency</u>
DCI	42%	45%
DDO	43%	48%
NFAC/DDI	52%	45%
DDS&T	35%	65%
DDA	39%	67%

b. Peak hours of utilization were 0900-1130 and 1400-1530.

c. A number of conference rooms are used as classrooms between the hours of 1700 and 2030. These figures are not included in the utilization rates noted in (a) above.

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d. Our request to report conflicting requests for use of a conference room was not answered on all forms. Where it was reported, a significant number of conflicts were noted. Crosschecking the data available does not reveal whether these meetings were canceled or held in non-conference room areas. Any meetings held in offices, or other non-conference rooms, are not reflected in (a) above.

e. Component moves have resulted in the assignment of conference rooms not sized to the needs of the current occupants. Areas range from 11.1 square feet per person to 50 square feet per person. A standard of 20 square feet per person is acceptable.

f. Conference room 6E2910a Headquarters, assigned to the Office of Finance, was the only room not reported utilized during October. Its 150 square feet of area and six seats, therefore deflated overall DDA calculations by a small amount.

g. Studies indicate as many as 15 rooms not listed in CRAMS or listed with a "use code" other than CR (conference room) are regularly used as conference rooms.

h. The number of ad hoc meetings significantly exceeded the number of regularly scheduled meetings.

4. Projected space requirements estimated a need for 109 conference rooms by 1987. Assuming the number of components and their general functions remains relatively stable, we believe the requirement for 109 conference rooms reflects projections based on continued decentralized operation. Consolidation of components on the Headquarters compound should permit more efficient use of all types of non-office space. Current estimates will have to be revised to suit existing organizational needs at the time of consolidation. Still, for planning purposes, Agency requirements have remained stable within the range of 90 to 100 conference rooms occupying 35,000 to 40,000 square feet of space for over 20 years.

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